



**Project Name:**

**Analyst Name(s):**

**Date:**

**Version:**

**Customer:**

### **PHASE ONE: PROJECT SCOPING AND DEFINITION**

#### ***Business Need***

*Provide a brief description why this project is being proposed by the business unit.*

#### ***Goals***

*Outline the goals of this project and how the proposed project will meet these goals.*

#### ***Non-Goals***

*Outline those goals that are out of scope for the project.*

#### ***Workflow***

*Provide a brief overview of the proposed workflow (and related business process changes) as delivered by this solution.*

#### ***Functionality***

*Outline the features to be delivered as part of this project and their related priority level (High, Medium, Low).*

<b><i>Feature Description</i></b>	<b><i>Priority</i></b>

#### ***Groups Affected***

*Outline all groups/roles that will be involved in this project (technical and business unit).*

#### ***High Level Explanation of Scope vs. Schedule vs. Cost***

*Briefly explain how scope impacts schedule and cost for this project.*

#### ***Possible Alternative Scope Projects***

*Outline any possible alternatives to this project, including a reduction in the current project's scope.*

## **PHASE TWO: INITIAL MURPHY TOOL VALUE ANALYSIS**

*This phase is to be completed based on the results on Phase One. By running the project through the Value side of the Murphy Tool, we can further improve the value of the project by refining the project definition to provide the highest level value possible. Each alternative should be analyzed separately. Evaluate the project on each of the value criteria as follows:*

- 3: Successful delivery of the project as defined will have a **high impact** on this value factor*
- 2: Successful delivery of the project as defined will have a **moderate impact** on this value factor*
- 1: Successful delivery of the project as defined will have a **low impact** on this value factor*
- 0: Successful delivery of the project as defined with have **no impact or is not applicable** to this value factor*

### **Alternative One**

<b><i>Value Factors</i></b>	<b><i>Impact</i></b>				<b><i>Comments</i></b>
Competitive Advantage <ul style="list-style-type: none"><li>▪ Student Selectivity</li><li>▪ Student Success</li><li>▪ Academic Reputation</li></ul>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	
Service to NU Community <ul style="list-style-type: none"><li>▪ Quality of Student Life</li><li>▪ Quality of Faculty Life</li><li>▪ Broader NU Benefits</li></ul>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	
Financial Benefits <ul style="list-style-type: none"><li>▪ Cost Reduction</li><li>▪ Financial Resources</li></ul>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	
Decision Support <ul style="list-style-type: none"><li>▪ Data Integrity</li><li>▪ Information Analysis</li><li>▪ Expanded No. of Decision Makers</li></ul>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	
Efficiency & Productivity <ul style="list-style-type: none"><li>▪ Collaboration</li><li>▪ Efficiency Gains</li><li>▪ Improves Multiple Functions</li></ul>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	
Risk Reduction <ul style="list-style-type: none"><li>▪ Level of Risk Reduction</li></ul>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>	

### **Alternative Two (if needed)**

#### ***Value Factors To Be Mitigated***

*Outline those value factors that scored 1. Use these factors to mitigate the project scope so that it has higher value. Do not mitigate those value factors that scored 0 since these factors are not applicable to the project.*

### **PHASE THREE: RECOMMENDED PROJECT DEFINITION**

*Use this template to create the project definition that will be presented to the Senior VPs. This project definition will be used to run the Murphy Tool in its entirety.*

#### ***Recommended Project Definition***

*Outline the refined project definition based on the results of the Murphy Too value.*

#### ***What is NOT Part of This Project***

*Outline those items out of the scope of this project that may have been included in the original scope definition.*

#### ***Business Process Implications***

*Describe at a high level the implications that this project will have on existing business processes.*

#### ***High Level Assumptions & Assertions***

*Outline high level assumption and assertions made in coming to the project definition*

#### ***Risks and Confidence Level (for complex projects)***

#### ***Action Plan for Risk Mitigation***

## **PHASE FOUR: PROJECT DELIVERY DEFINITION**

### ***Timeframe (QX 2004)***

*Outline the deliverables and their proposed delivery date quarter.*

### ***Technical Approach:***

*Provide a high level description of the technical solution proposed for the project.*

### ***Delivery Mechanisms:***

*Briefly describe the project delivery mechanisms in place to ensure the project is delivered on time and on budget.*

### ***Compatibility Requirements/Interfaces:***

### ***Performance Requirements (est):***

### ***Resources Required***

#### **Hardware/Equipment**

*Outline the hardware/equipment resources needed to complete the project. Include all server, power and equipment requirements and their estimated costs.*

<b>Equipment</b>	<b>Cost (est.)</b>

#### **Software**

*Outline all software needed to complete the project. Include software needed in all environments (test, development, and production).*

<b>Product</b>	<b>Platform</b>	<b>Environment</b>	<b>Cost (est.)</b>
		<i>Development, Test, Production</i>	

#### **Personnel**

*Outline the human resources needed to complete the project. Include both IS (internal, business unit (external), and third party resources.*

<b>Resource &amp; Number Needed</b>	<b>Technology/Activity</b>	<b>Skill Level</b>	<b>Resource Type</b>	<b>Duration (est.)</b>
<i>Developer, DB Admin, Server Admin, Analyst, PM, Network Engineer...</i>	<i>Domino, Websphere, Analysis, DB2, NT, Solaris...</i>	<i>Junior, Expert</i>	<i>Internal, External, Third Party</i>	<i>0 hours, 1 day, 2 weeks, 3 months</i>

### ***High Level Issues***

## **PHASE FOUR: PROJECT DELIVERY DEFINITION**

*This phase is to be completed based on the project delivery definition outlined above. By running the project through the Success side of the Murphy Tool, we can isolate and remediate potential risk factors in delivering the project successfully. Evaluate the project on each of the success criteria as follows:*

*3: The project team has **high confidence** that the delivery definition fully addresses this success factor.*

*2: The project team has **moderate confidence** that the delivery definition begins to address this success factor.*

*1: The project team has **low confidence** that the delivery definition does not address this success factor.*

<b>Success Factors</b>	<b>Confidence</b>			<b>Comments</b>
Business Process Change	<b>3</b>	<b>2</b>	<b>1</b>	
▪ Process Readiness				
▪ Information Integrity				
▪ Technology Fit				
Service to NU Community	<b>3</b>	<b>2</b>	<b>1</b>	
▪ Sponsorship Level				
▪ Functional Leadership				
▪ Resource Commitment				
End User Acceptance	<b>3</b>	<b>2</b>	<b>1</b>	
▪ User Involvement				
▪ Resistance Level				
▪ Ease of Use				
Scope & Complexity	<b>3</b>	<b>2</b>	<b>1</b>	
▪ Project Duration				
▪ Project Complexity				
Delivery Fundamentals	<b>3</b>	<b>2</b>	<b>1</b>	
▪ Management Controls				
▪ Project Definition				
▪ Resource Management				
Security & Regulatory Compliance	<b>3</b>	<b>2</b>	<b>1</b>	
▪ External Compliance				

### ***Success Factors to be Mitigated***

*Outline those success factors that scored 1. Use these factors to mitigate the project risks.*